

## **Important Reminders:**



- Any time there are **any** changes in your household, i.e. income, household members moving out, child care changes or medical deduction changes, you need to report these within 10 days from the date of the change and submit proof of change to this office with the 10

day change form. New move-ins must be approved in advance by the PHA and the Landlord.

- You **always** need an appointment to speak with your housing specialist. **Walk-ins are NOT permitted.** Please call them to make an appointment.

- HAP Payment information: The earliest we can start HAP payments is the day after the unit passes inspection IF the tenant is living there or moving in per Federal Regulations, provided there are no other issues that would interfere with the contract.

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### **Upcoming Holidays that we are closed:**

November 19, 20—Office moving date

November 26, 27th— Thanksgiving holiday

December 24, 25, 31st— Christmas & New Year's holiday

January 1

**Please be advised that CCDH will open at 9:30 a.m. on the 3rd Thursday of every month. Upcoming affected dates are: October 15, and December 18th.**

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### **KENTUCKY ASSISTIVE TECHNOLOGY LOANS**

The Kentucky Assistive Technology Loan Corporation (KATLC) offers low interest loans for qualified applicants with disabilities who need assistive technology, i.e. modified vehicles, hearing aids, adapted computers, mobility devices, augmentative communication devices or any other type of equipment or home modification that will improve the quality of life or increase the independence of Kentuckians with disabilities. The current interest rate is 4.5% until June 30, 2010. Please call 1-877-675-0195 (toll free) for more information on how to apply or go to [www.katlc.ky.gov](http://www.katlc.ky.gov).

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### **FRAUD COMPLAINTS**

CCDH will investigate and respond to complaints by participant families, owners and the general public. All complaints should be put in writing and submitted to our office. Anonymous complaints are accepted and investigated whenever possible.

## ***Resident News Fall 2009***



*Mission Statement: To work with the community to provide decent, safe, and affordable housing for eligible families and to provide and promote self-sufficiency and economic independence for residents*

### **DEPARTMENT OF HOUSING**

#### ***OFFICE LOCATION:***

**1010 MONMOUTH STREET  
NEWPORT, KY 41071**

**859-261-5200 FAX: 859-261-0577  
OFFICE HOURS: 8:30-12:00 & 1:00-4:30 MONDAY-FRIDAY**

#### ***STAFF:***

**SARAH COLLINS, DIRECTOR  
JOSEPH CLEVINGER, FSS  
COORDINATOR/HOUSING SPECIALIST  
ELIZABETH MILLER, HOUSING  
SPECIALIST, ADMINISTRATIVE  
COORDINATOR  
PAMELA DOYLE, HOUSING SPECIALIST  
DAVID SCHNEIDER, HOUSING  
INSPECTOR  
VALERIE SMITH, INTAKE SPECIALIST**

## **BEFORE YOU RENT/DECIDE TO MOVE OUT**

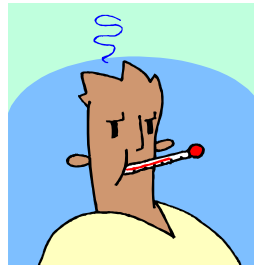
Walk through the premises to identify any problems that should be fixed **BEFORE** you rent/move out. Take pictures, video or make notes of any questionable conditions and include provisions for repairs in the rental agreement or in a separate written document signed by both parties. Before renting a dwelling, be sure the rental agreement covers **ALL** the issues addressed in your walk-through. Before you sign a lease, make sure you thoroughly understand the terms of the agreement. If you **DON'T** understand, **DON'T** sign the rental agreement. There is no grace period allowed for canceling rental agreements, so if you sign, you are bound to the agreement. Should you decide to move, don't forget to give the required notice as stated in your rental agreement and don't forget that our specific policy is a 30 day notice. Be sure to check your rental agreement for any other specified conditions. When you move from a rental unit — no matter the duration — be sure to settle all accounts. Terminate utility service the day you leave, notify the landlord and Section 8, in writing, the post office and others of your address change and make other arrangements to minimize inconvenience to the landlord or the new tenants that will occupy your former unit. One of the most important responsibilities as a tenant is to leave the premises in a clean condition for the next occupant. Be sure to vacuum, sweep, clean all rooms, cabinets and appliances, as well as other areas specified in the terms and conditions of the rental agreement. Take a last walkthrough with the landlord. Note any damages in writing, take pictures to include the date and reach a final agreement. Always contact your housing specialist prior to moving to ensure you are meeting your family obligations to the program and won't jeopardize your rental assistance.



## **ILLNESS ADVISORY**

Please be advised that if you are **ILL** we respectfully request that you postpone your appointment with your caseworker until you have recovered and are **NO** longer contagious. Any employee at the Housing Authority may refuse to meet with you if you are **INCESSANTLY COUGHING, SNEEZING, OR OTHERWISE EXHIBITING SYMPTOMS OF A CONTAGIOUS ILLNESS.**

Please do all you can to decrease the spread of colds, flus, and viruses and call our office to request information and paperwork rather than potentially exposing Housing Authority employees and other clients to your illness. **YOUR COOPERATION IS GREATLY APPRECIATED**



## **DID YOU KNOW?**

If any utility you are responsible to pay for as per the lease is shut-off for non-payment or not in the name of the head of the household, spouse or co-head the ineligibility time frame is 5 years from the date of your termination.

## **UTILITIES ASSISTANCE**

Home Energy Assistance Plan (HEAP) helps low income people pay heating bills. Individual income must **NOT** exceed \$960 per month in gross income (subject to change). Please call Community Action at 859-431-4177 for more information.

OUR OFFICE IS MOVING NEXT DOOR TO 1098  
MONMOUTH STREET ON NOVEMBER 20TH—YOU  
CAN CALL OUR OFFICE TO CONFIRM THIS DATE

## **SAFETY IN THE HOME QUESTIONS TO CONSIDER**

### **LIGHTING**

Is the lighting adequate but not glare-producing?  
Are the light switches easy to reach and turn on?  
Can lights be turned on before entering rooms?  
Are night-lights used in appropriate places?

### **HAZARDS**

Are there any throw rugs, highly polished floors or other hazardous floor coverings? Can they be removed to make it less hazardous?  
Do area rugs have non slip backing and are the edges tacked to the floor?  
Are cords, clutter or other obstacles in the pathways?  
Are doorways wide enough to accommodate assistive devices?  
Do door thresholds create hazardous conditions?  
How does the person obtain objects from hard to reach places? (using chairs to stand in as reaching tools can be very hazardous)

### **FURNITURE**

Are chairs the right height/depth for the person?  
Do chairs have arm rests?  
Are tables sturdy and will not tip if leaned on?  
Is small furniture placed away from pathways?

### **STAIRWAYS**

Are there light switches at the top and bottom of stairs?  
Are there securely fastened handrails on both sides of stairs?  
Are all the steps even?  
Should colored tape be used to mark the edges of steps, particularly at the top and bottom?

### **BATHROOM**

Are the grab bars placed appropriately for the tub and toilet?  
Does the tub have skid proof straps or a rubber mat in the bottom?  
Is there a tub or shower seat available?  
Can the shower head be replaced by a hand held shower head?  
Is the height of the toilet appropriate?

### **BEDROOM**

Is the height of the bed appropriate?  
Is the mattress firm enough at the edges to provide support for sitting?  
If the bed has wheels, are they locked securely?  
Would side rails be a help or hazard?  
Is the pathway between bedroom and bathroom clear of objects and well lit at night?  
Would a bedside commode be useful, especially at night?

### **KITCHEN**

Are storage areas used to the best advantage, i.e. most used objects accessible?  
Are appliance cords in good condition and out of the way?  
Are non slip mats used in front of the sink?  
Are the markings on stoves and other appliances clearly visible?

*Source: Older Adults Resource Guide 2009*